CareerZeno

HOW TO WRITE A

Cover Letter for an Internship

A step-by-step guide to standing out to recruiters and landing the interview

https://careerzeno.com/

WHY IT MATTERS

Your Cover Letter Is Your First Impression

Shows genuine interest

Proves you researched the company and role, not mass-applying.

Fills the gaps in your resume

Explains context a bullet-point list can't — like why you're a fit.

Demonstrates communication skills

Employers judge writing ability from how you present yourself.

Recruiters spend seconds scanning — make yours count.

THE FRAMEWORK

Five Parts of a Strong Cover Letter

01

Header & Greeting

Your contact info, date, and a personalized greeting to the hiring manager.

02

Opening Hook

One strong sentence on the role and why you're excited about it.

03

Body Paragraph(s)

Connect your skills and coursework to what the internship needs.

04

Closing & Call to Action

Restate interest, thank them, and invite next steps.

05

Signature

Professional sign-off with your full name.

Part 1

The Opening Hook

Grab attention in the first two sentences — name the role, the company, and one reason you're a fit.

What to Include

State the position

Name the exact internship title and where you found it.

Show enthusiasm

One genuine sentence on why this company excites you.

Avoid generic openers

Skip "I am writing to apply for..." — lead with energy instead.

EXAMPLE

“As a lifelong user of your app and a rising junior studying Marketing Analytics, I was thrilled to see the Summer Marketing Intern opening at Brightline.”

PART 2

Build the Body: Match Yourself to the Role

Connect skills to needs

Reread the internship posting and pull 2-3 required skills. For each, cite a specific class project, part-time job, or club activity where you used it — with a real result.

Quantify where possible: “grew our Instagram following by 40%” beats “helped with social media.”

Explain why this company

Reference something specific: a product, a mission statement, a recent initiative, or a value you share. This proves you didn't copy-paste this letter for 30 companies.

Keep the body to 1-2 short paragraphs — recruiters skim, they don't read essays.

PART 3

Close With Confidence

Restate your interest

Briefly reaffirm you're excited about the specific role and team.

Thank them

Thank the reader for their time and consideration.

Invite next steps

Mention you'd welcome the chance to discuss further in an interview.

Sign off professionally

“Sincerely,” or “Best regards,” followed by your full name.

FINAL CHECKLIST

Common Mistakes to Avoid

- Generic “to whom it may concern” greetings instead of a real name
- Repeating your resume word-for-word instead of adding context
- Going over one page — keep it tight and scannable
- Typos and inconsistent formatting — always proofread aloud
- Forgetting to customize it for each specific company and role

Proofread. Personalize. Keep it to one page.

Write Smart. Apply Confidently. Start Your Career.

https://careerzeno.com/

S-3X, Ground Floor, SCO Market,
Sector 84, Gurugram, Haryana